	DEPARTMENT OF CORRECTIONS **Administration**	
Title: **Procedure Development**		**DOC Policy: 10.4.2**
Effective: 05/07/24		**Supersedes: 03/10/20**
Applicability: All Employees		
Directives Cross-Reference: DOC Policy 10.4.1		
Attachments: Attachment A – Procedure Development Guidelines **Attachment B – Procedure Development Flowchart**		

I. PURPOSE

The purpose of this policy is to provide general standards for the development, review, and revision of Department of Corrections (DOC) procedures. Health Services policies, procedures, and protocols are maintained by Health Services and do not fall under the provisions of this policy.

II. DEFINITIONS

A. Adult in Custody (AIC): Any person under the supervision of the Department of Corrections who is not on parole, probation, or post-prison supervision status.

B. Confidential Procedure: A departmental procedure not published for AIC or public viewing due to content sensitivity which, if obtained, could compromise the safety or security of staff, AIC, or a functional unit. Confidential procedures will be labeled "Confidential" on each page.

C. Division Contact: Staff person assigned by a division Assistant Director or administrator to be the division point of contact. The division contact is responsible for tracking the development and review of rules, policies, and procedures for their respective division.

D. Facilitator: The person assigned by the functional unit manager to oversee the development or revision of a specific procedure.

E. Functional Unit Manager: Any person within the Department of Corrections who reports either to the Director, Deputy Director, an Assistant Director, or administrator and has the responsibility for the delivery of program services or the coordination of program operations.

F. Procedure: An internal management directive developed at the functional unit level that provides staff direction on how to implement a rule, policy, or program. A procedure is staff directed, but is written in instructional, specific, and detailed language when compared to a

policy. A procedure applies to a specific functional unit or program. Non-institution procedures are those where the functional unit that owns or develops the procedure is not an institution.

III. POLICY

A. Each functional unit may develop procedures to implement the provisions set forth in a policy, or to provide staff direction for a specific task or program when no other administrative rule or department policy exists.

B. The functional unit manager will assign a facilitator to oversee the development or revision of a procedure to ensure it implements current functional unit or program practices, and applicable DOC rules and policies.

C. All procedures must be formatted following the guidelines in Attachment A Procedure Development Guidelines and will include the following sections:

1. Purpose: Statement describing the reason for the procedure.

2. Definitions: Only when necessary and organized in alphabetical order.

3. Procedure: Standards and processes that constitute the main body of the procedure. Provides specific instructions on how to implement a rule, policy, or program.

4. Signatures: As directed by this policy.

D. Signature Approval Process of Procedures

1. Institution procedures:

   a. The final draft procedure with tracked changes will be submitted to the appropriate functional unit manager for review, approval, and signature.

   b. Once approved and signed by the appropriate functional unit manager, the procedure will be submitted to the Eastside or Westside Institution Administrator for review and final signature.

   c. The Eastside or Westside Institution Administrator's designee will save an electronic copy of the signed procedure to the designated network folder, and the original signed procedure will be returned to the appropriate functional unit manager or designee.

d. Confidential procedures will only be saved to the network folder upon approval by the appropriate functional unit manager or Eastside or Westside Institution Administrator.

2. Non-institution procedures:

   a. The final draft procedure with tracked changes will be submitted to the appropriate functional unit manager for review, approval, and signature.

   b. Once approved and signed by the appropriate functional unit manager, the procedure will be submitted to the division Assistant Director or designee for review and final signature.

   c. The division contact will save an electronic copy of the signed procedure to the designated network folder, and the original signed procedure will be returned to the appropriate functional unit manager or designee.

   d. Confidential procedures will only be saved to the network folder upon approval by the division Assistant Director or designee.

E. Maintenance of Procedures

1. All procedures will be reviewed and updated every two years at a minimum.

2. The review shall ensure the procedure is current and aligns with DOC policies, practices, and general procedures.

3. If no revisions are required, the facilitator will update the effective dates and submit the procedure for new signatures following the process described above.

4. Each institution will maintain a master list of all current procedures and provide an updated list quarterly to the Eastside or Westside Institution Administrator's designee.

5. Each functional unit manager or designee will maintain a master list of the functional unit's current procedures (institutional and non-institutional) and will provide an updated list quarterly to the division Assistant Director or designee. Each Assistant Director will maintain a master list of all their division's current procedures.

IV. IMPLEMENTATION

Each functional unit may develop procedures to implement the provisions set forth in this policy. This policy will be adopted immediately.

Certified: _signature on file_____
Julie Vaughn, Rules Coordinator

Approved: __signature on file _____
Heidi Steward, Deputy Director

Attachment A – Procedure Guidelines

- **Font type and size**
  - Headlines and titles: Calibri 12-16pt
  - Body of procedure: Calibri 9-12pt

- **Heading Section**
  - Institution Procedures: Institution Name with Operations Division listed below:
    - *Two Rivers Correctional Institution*
    - *Operations Division*
  - Non-Institution Procedures: Department of Corrections with applicable division listed below:
    - *Department of Corrections*
    - *Correctional Services Division*

- **Confidential Procedures will be marked as such underneath the division name.**
  - *Two Rivers Correctional Institution*
  - *Operations Division*
  - *CONFIDENTIAL PROCEDURE*

- **Procedure will be formatted using the template outline on page 2 of this attachment and in accordance with the policy.**

DEPARTMENT OF CORRECTIONS Division	
Title:	**Procedure Number:**
Effective:	**Supersedes:**
Applicability:	
Directives Cross-Reference:	
Attachments:	

I. PURPOSE

II. DEFINITIONS:

    A.

        (1)

            (a)

                (A)

                    (i)

                        (I)

III. PROCEDURE: Follow same structure as shown above.

IV. SIGNATURES

Approved: _____
[Name], Functional Unit Manager/DOC Administrator

Approved: _____
[Name], East/West Institutions Administrator/Assistant Director

Institution Procedures

Draft procedure

↓

Draft reviewed/approved/signed by functional unit manager

↓

Signed draft with tracked changes reviewed/approved/signed by East/West Institution Administrator

↓

East/West Institution Administrator's designee scans signed copy into designated network folder.

↓

East/West Institution Administrator's designee returns original signed copy to institution.

↓

Institution maintains hard copy files and updates institution master list of procedures.

Non-Institution Procedures

Draft procedure

↓

Draft reviewed/approved/signed by functional unit manager

↓

Signed draft with tracked changes reviewed/approved/signed by Assistant Director or designee

↓

Division contact scans signed copy into designated network folder.

↓

Division contact returns signed original copy to functional unit manager

↓

FUM maintains hard copy files and reports updates for division master list of procedures.

Designated Network Folder
All procedures accessible by all staff
(Unless confidential)

Effective: 5/7/24

Policy 10.4.2 Attachment B